

Napoleon Perdis Certificate in Fashion, Glamour and Bridal Makeup Artistry

**Jan 6, 2013 – Nov 14, 2013
Hollywood, California**

NPMA Table of Contents

3	School Address/ Telephone/ Website
4	Welcome Letter from our Director and CEO, Napoleon Perdis
5-13	Tips to a Successful Course
13	Hotel and Lodging Information
14	Mission Statement/ About Us/ Students with Visa's
15-16	Student Services
18-22	Code of Practice/ Enrollment Requirements
23-25	Operational Guidelines
25	Self Promotional Materials
26	Course Requirements
27-31	Course Descriptions
32	Class Schedule of Fees and Tuition
33	Course Attendance
34	Certificates of Eligibility
35	Transfer of Credits/ Makeup Time
36	Leave of Absence/ Refunds
37	Refunds
39	Financial Aid/ Loans
40	Student Tuition Recovery Fund Disclosure
41-44	Questions/ Appeals/ Complaints/ Reporting
46	Induction/ Academy Hours
46-47	Terms and Conditions of Enrollment
48-51	NPMA Faculty and Bios
52	Handbook Declaration and Acknowledgement
53	Student Grade A Discount Card Declaration

Napoleon Perdis Makeup Academy

Address

6621 Hollywood Boulevard Hollywood, CA 90028

Phone

Main line: (323) 817-3600

Direct line: (323) 817-3634

Toll free: (888) 732-9111

Website

<http://napoleonmakeupacademy.com>

www.napoleonperdis.com

Classes held at:

Napoleon Perdis Makeup Academy Hollywood

6621 Hollywood Boulevard

Hollywood, CA 90028

Welcome

I would like to take the opportunity to warmly welcome you to a new beginning. This is the very same symbolic decision I took quite a few years ago myself.

I have experienced the same urge, same joy, excitement and occasional fears you feel with such a new beginning. I am not going to say, “Who would have imagined I would be doing this” because I did imagine this. I dreamt my dreams. I sacrificed for my dream. I worked and planned for my dream. All this I did for a long and hard time. This reflection of my path in makeup artistry, I hope will serve as some inspiration to what it takes to succeed in Artistry and whatever you wish to practice in.

Our Academy and product, I am proud to say, have acquired a national and international reputation for excellence in cutting edge training techniques, professional quality and performance.

My work and achievements with extending the Academy’s credibility, I have done for my students, to facilitate a jump-start in your new career or part time occupation.

Enjoy your course and new-found direction.

Warmest Regards

Napoleon Perdis, CEO (B.A.) Napoleon Perdis Makeup Academy Hollywood

Tips to a Successful Course to Springboard Your Career

“My aim is to demystify makeup, empower women and celebrate individuality. Learning how to work with makeup magic isn’t just about looking confident and polished. It’s about taking time to reveal and relax in a kind of cosmetic oasis.”

– *Napoleon Perdis, Forever Flawless*

Here are 10 tips to help you create a productive and memorable journey for your NPMA course... and most of all, to deeply enjoy this time in your life.

1. Answer the question, “Why am I enrolled in this course?”

Having a clear purpose for being enrolled in a course is fundamental in ensuring the experience you have is in-line with your goals.

Having a positive and determined mindset for achieving your goals will ensure you stay focused on why you are enrolled. Not having the right frame of mind to be in a course may limit your chances of success.

Whether you have just left high school, are seeking a change in employment or looking to challenge your creativity, it is essential to know what it is that you want out of this course and ensure that you are 100% committed to your goals.

In high school, some of you may have been a straight-A student, Class Captain, or the most popular person in your group. That may have carried you forward, and without really ever deciding if it was what you wanted, you found yourself in another course or job. It seemed like a good idea at the time, but your heart just was not in it.

As you are studying within a classroom environment, please remember your classmates have their own personal goals, beliefs and abilities and will vary from person to person. It is important that you focus on what your needs are, how you learn effectively, and how you perform personally.

Student Information Catalog

Know yourself and put in the effort, practice newly learned material and skills particular to your goals outside of the classroom, and keep up to date with your industry/topic. When your heart is not in it, you will more than likely fail to deliver to yourself, what you wanted. You will do well in life at something you really like. The person who loves to play with makeup and wears makeup (even if your techniques right now are weak), is going to learn a lot quicker than someone who simply wants to complete a course to make money.

This course is about technique. A makeup artist needs to know the techniques and be able to perfect the techniques well. You will find your creativity when your techniques are precise. Let Napoleon Perdis be your inspiration - get *Forever Flawless*, follow Napoleon Perdis on Twitter, Facebook, Instagram and YouTube and become a member of the website... learn Napoleon's tips ... know that when you are precise in technique, the tips will add that extra zest to the finish of your work.

Remember – your journey only starts with this course – it will give you what you need to know. Precise technique will come with practice, practice, practice, plan, plan, experiment, experiment, read, watch, and in time, will have you the consummate makeup artist. Your NPMA course alone is your introduction – put your heart and soul into your work. During this course and when you finish this course, multiply the number of weeks by practice to get you quicker to be the makeup artist in demand.

English born writer, Malcolm Gladwell developed the notion of the “10,000-hour rule” claiming that the key to success in any field is a matter of practising a specific task for approximately 10,000 hours. Therefore, if by the end of the total course weeks you do not feel like a master make-up artist, do not be discouraged as your journey has only just begun.

2. Imagine your ideal course experience

Imagine your ideal outcome. Let it flow outward from the reason you enrolled. Whether you have already started the course or not, stop and simply write down some attributes of your ideal experience. Describe it in as much detail as you can.

Visualize the kind of experience you want – see yourself being challenged but managing it easily and without stress. See yourself having a great time. Most of all, imagine a very

Student Information Catalog

balanced experience — a blend of learning new material, watching demonstrations, learning a new skill, or refining skills, applying new material, preparing and reading your notes before class, revise and plan your model's look based on learning's from previous lessons, enjoying a variety of trainers and realizing that each trainer brings another idea or way of applying a technique, and prepare to have fun.

Visualization allows you to make mistakes in advance. If you can't get a clear visualization, your experience is likely to be just as fuzzy. Debug your visualization until it inspires you. Real life will of course turn out differently than you visualize. The point of visualization is not to predict the future or to restrict your freedom to decide later. The point is to give you more clarity for making decisions right now. Your ideal scene serves as a map that can guide you through many options. You can choose to be relaxed and open or choose to pressure yourself and be limited to learning. You can choose to learn something new from different trainers, or you can choose to block the new lessons possible from different trainers. Visualize a variety of trainers and imagine between them, how many creative experiences they facilitated. What can you learn from these?

Remember, your clients have different personalities and different ways of expressing what they like. Your success will depend on your ability and agility to connect with different people. Your success will depend on recognizing the cues, using soft skills, gaining trust from your client.

Prepare, Participate, Practice, Revise, Practice, Plan, Relax, Focus, and Energy and Enjoy – imagine each of these.

This is an important step. It is a pre-programming tool to succeed. Whenever you encounter obstacles, your ideal vision will help you to find a way to get what you want. You are a partner in the training sessions – you are not a passive vessel, you need to prepare and plan and revise and be open to your vision. You are a co-creator in the process of your success.

3. Take extra time at home to prepare for the next session... the next class

During the course, do not feel that you have to learn everything immediately in the one session – do not over read every technique, but **practice** your technique and practice again.

Student Information Catalog

Prepare and plan each session before you come to class. Know your model before the day of class – even take a photo of your model so while you are at home, you can visualize their make-up and determine what techniques should be used. Review your prior sessions and use the new skills to determine how they apply on this model's face. Put together your face plan. If you have only attended two sessions of class, review the two sessions and prepare your face chart for this model. Remember the variety of models you bring throughout the course will give you the best practice.

By the law of forced efficiency, if you put more time and practice between classes, you will find your technique sharpens quickly. Therefore, if you do not challenge yourself a little, that extra time will slip through your fingers.

The real benefit to practicing at home is not that you will finish the course sooner. It's to enable you to enjoy a richer experience. Extra preparation and practice means more learning, more achievement and joy.

4. Set clear goals for each class

A great way to approach the course is to decide what you want out of each specific class. Is this a technique you are eager to learn? Is it one you are already familiar with and need to perfect? Is the color matching to a new face going to be your challenge?

Your goals for each class determine how actively you will participate, and the kind of relationship you will seek to establish with the trainer and your model.

Sometimes you will achieve your goals; sometimes you will not. Even if you do your best, you may still fall short. Be sure to use practice time at home to improve your technique and master the material. Take a photo of your at-home practice and ask for feedback if you feel you still haven't mastered the technique or material.

5. Other Students

You are learning in a small class of no more than 14 students, which will enable you to work at your own pace. Remember, each person in your class comes from a different place

Student Information Catalog

in terms of experience and skill level. If you perfect the technique, be open to the trainer challenging you with an added task or have you experiment with another product. If you are not given an additional challenge, know you need to perfect the technique studied in that lesson – never mind what those around you are working on.

Be honest with yourself; be responsible for your learning. Your expectations and goals are yours and not necessarily the goals or expectations of other students. Some students may be quicker than you – the effort they put in through practicing at home, their interest level in the industry, their comprehension of reading material, and ability to learn in a classroom situation all contribute to their skill acquisition. Be content with your progress if you are giving your experience 100%. Keep an open mind, focus on yourself and your model and let your photographs each week remind you of how far you have in fact progressed in your journey.

Use your time wisely and respect your role as a learner. For the process to work – willingness, trust and respect keep your channels open to understanding. Remind yourself, I want to be here, I want to learn and am open to learn, I am proactive, and I leave limiting and negative voices on that worry tree outside of the classroom. I trust in the trainer, course structure and the process, trust will allow me to be open to learn all I can. I respect the rights of others and allow them to be. I respect that we all learn differently and are at different stages. It is not my role to interfere in others; my role is to be focussed on my attention to my goals and to use each session to be the best I can at this point in time.

6. Get an early understanding of how the Makeup Artist soars and achieves goals

To be successful in the industry, you must have an attitude that supports you through the ups and downs of your career. You must be able to cope with rejection, move quickly to take advantage of opportunities, and all the while impress clients with your enthusiasm and energy.

Tom Black, a renowned business author, gives a checklist of “attitude” signposts that he has seen in many successful business professionals. The checklist below is adapted from his list and edited into a self-assessment quiz that tells if you have what it takes, attitude-wise, to be truly successful in your career.

Student Information Catalog

Answer each of the following questions HONESTLY (if you don't, you are only fooling yourself):

1. Do you read inspirational material and use positive affirmations?
2. Do you believe people are as happy as they want to be?
3. Do you go over, under, around, or through any obstacle to get the job done?
4. Are you persistent even in the face of disappointment?
5. Do you constantly improve your performance and knowledge?
6. Do you think BIG (even when you are dealing with the small-minded)?
7. Are you truly committed to being of service to others?
8. Are you willing to frequently leave your comfort zone?
9. Are you a consummate professional (and act like one)?
10. Do you accept change willingly as a part of the industry and life?

If your answer to all these questions is a resounding “YES!”, then you have the basic attitude to be a big winner in your career.

All the knowledge and skills in the world combined with a bad attitude will not bring you the success you want – the right attitude will get you there and learning will be easier and ongoing throughout your career – learning does not stop.

7. Time and tasks during your classes

If you are not actively learning during class, you are wasting time. If a class is really challenging, be sure to listen and soak up every word, note take, draw, practice and apply. Try yoga, meditation, exercise or nap in order to recharge yourself. Breaks are restorative, and assist you to go to the next class and work full out once again.

Be the consummate makeup artist. Learn to be a member of a community and realize the importance of making your work space a professionally appealing and hygienic stage – during and after your practical sessions. Clients are attracted to a presentable makeup artist – personal, kit and space.

Student Information Catalog

When you are in a client's home, you need to set up your kit so that you appear to be cool and confident. Set up your kit so that it is open, accessible and all items are visible. This will enable you to access your products easily without wasting your client's time.

Cleaning the space determines how complete a job you leave. Treat the classroom as that – your place of work. Ensure your tools are clean and products available. Complete the practical session by cleaning the tools – yours and those from the classroom – makeup bar, products and mirrors – all to bring the classroom back to its original state. A client will feel safe in this environment. There is nothing worse than coming into a business and seeing a dirty makeup bar. In addition, there is nothing worse than going to a client's home and displaying a dirty kit and leaving a dirty space behind.

Be attentive to etiquette when seeking to share classroom's tools and products. When you have finished with the product, return it to its station. This is time to be attentive to your timing and preciseness with technique. The makeup artist at the next shoot may just be as helpful to you when you need a darker shade of lipstick

8. Learn material the very first time it is presented

Preparation and planning before class is extremely important. This allows you to be prepared for what will be presented in class that day which will enable you to comprehend the lesson to the fullest. If you are unsure about what is being discussed, make sure to address that with your instructor immediately.

Failing to learn at each session may set you back. Do not try to pile new material on top of an unstable foundation, since it will take even more time to rebuild it later.

If you do not understand something you were taught in class, treat it as a bug that must be fixed ASAP. Do not put it off. Do not pile new material on top of it. If you do not understand a word, a concept, or a lesson, then drop everything and do whatever it takes to learn it before you continue. Ask questions in class, get a fellow student to explain it to you, read and re-read your workbook, and/or email the trainer and c/c the coordinator during office hours, but learn it no matter what. You need to be able to move to the next session when you can honestly say to yourself, "Yes, I understand that... what's next?" Remember the skill itself will

Student Information Catalog

improve with more practice. Be sure to understand the material in order to carry out the technique. You can review old material to refresh your memory, but your ultimate goal should be to put in to practice what you learn to get closer to your vision. And come to class relaxed and open so you can learn a new skill.

Put in the effort to learn your material well enough. Read next week's session and after the session, be sure to revise the material and apply your new material on a new face. It will pay off. Much of what you learn will build on earlier material.

9. Master advanced memory techniques

Do you have issues remembering what you have read? One of the keys to learning material the first time it is taught, is to train yourself in advanced memory techniques. You can pick up a book on memory improvement, such as *The Memory Book* by Harry Lorayne. These are just a couple of suggestions out of hundreds of books and websites dedicated to this topic. Learning from a book can help you build a solid foundation step by step.

Techniques found on this website or in books will allow you to memorize information very rapidly. Anyone can do it — it is just a matter of training yourself. You will find, each session is reasonable and if you prepare by reading the new material before class, class training will make sense, then be sure to revise when you get home, and practice. You will find you will not really need memory techniques with preparation, participation, practising, and revising. This cycle will have you remembering easily.

10. Now that I have learned the technique, where is my creativity?

Whether you are trying to solve a tough problem, start a business, get attention for that business (e.g. marketing), creative thinking is crucial. The process boils down to changing your perspective and seeing things differently than you currently do.

Some people like to call this “thinking outside of the box,” which is the wrong way to look at it. You need to realize “there is no box” to step outside of.

Student Information Catalog

“Makeup, for me, is all about glamour, experimentation and transformation. When it comes to the latter, sometimes the most fascinating reinvention happens inside the makeup kit. One of the biggest tricks makeup artists flaunt is using products in creative, innovative ways.”

- *Napoleon Perdis, Forever Flawless*

Hotel Information

Due to courses being short in duration, NPMA is non-residential and has no responsibility to find or assist a student in finding housing. We are able to provide a list of local hotels in the area that students/potential students may wish to investigate.

If you are travelling from outside the city/state/country, a list of local hotels within walking distance of our Hollywood campus is provided below for you to schedule your stay while attending our certificate/makeup courses.

Loews Hollywood Hotel

1755 North Highland Ave
Hollywood, CA 90028
(855) 563-9749

The Roosevelt Hotel, Hollywood

7000 Hollywood Blvd
Los Angeles, CA 90028
(323) 466-7000

Best Western Hollywood Plaza Inn

2011 N Highland Ave
Hollywood, CA 90068
(323) 851-1800

Motel 6 Hollywood

1738 North Whitley Avenue
Hollywood, CA 90028
(323) 464-6006

Holiday Inn Express Hotel & Suites

Hollywood Walk of Fame

1921 N Highland Ave
Los Angeles, CA 90068
(323) 850-8151

Mission Statement

The NPMA is the largest makeup academy in the world. As a leader in the field of makeup education, our professional trainers are committed to providing makeup know-how and essential tools of the trade that inspires, innovates and guides you on your way to makeup your career.

About Napoleon Perdis Makeup Academy

NPMA is a private institution that is licensed to operate by the state of California, Bureau for Private Post Secondary Education (BPPE).

Our makeup courses are recognized within the retail and beauty industries, our business is a division of the Napoleon Perdis Makeup brand. In just a few short years, we have grown from just an idea and lots of enthusiasm to one of the largest boutique retail cosmetic brands and specialist training facilities in Australia and more recently in the USA.

Napoleon Perdis attracts highly skilled, professional employees from across the USA and around the world. We provide courses that cater to students of all ages and abilities, and the Academy is recognized by the industry and the BPPE as a quality training organization. Our graduates and employees have acquired industry excellence and recognition.

To be the best in the makeup industry, it takes a great deal of practice and highly sophisticated techniques. Being a Makeup artist is more than brushes, powders and paints! It involves an understanding of anatomy, face shapes, the theory of color, the effect of light, business planning and many more specialized skills.

Students with Visas

NPMA admits students from other countries with proper visas. Visa services are not provided by our institution nor will we sponsor or pay for any visa fees or associated charges.

Student Information Catalog

English is the main language spoken by all of our instructors. We do not provide English language translation services. All students are expected to fluently read, write and speak English at the 12th grade high school level. The United States Foreign Service Language Rating System will be accepted as proof of English language proficiency.

Student Services

Services provided by the NPMA include access to Trainers during their course as well as after their course for information and guidance in developing their resumes and portfolios. The Academy provides regular workshops available to all alumni to further their education on an ongoing basis. We provide lockers for the students to allow them to safely store their necessary tools and materials in the Academy between classes. Our Course Coordinators are available to students and provide ongoing support to further enhance the learning experience.

Napoleon Perdis Makeup Academy Library/Computer Room

In addition to our course modules and other regular materials used in our course program, the NPMA Library can be used as a comprehensive resource of reference materials for the students to access further information to support their instructional needs.

The NPMA Library includes the following:

- Comprehensive collection of reference images pertaining to the most current fashion shows across the globe
- Instructional dvd's on makeup application and "behind the scene's" photoshoots
- Collection of Current and vintage beauty/fashion magazines
- Napoleon Perdis Product Reference Manual
- Large variety of books covering different facets of fashion, photography, bridal and makeup application.

Students are permitted to use the library during class time as well as before and after class, upon scheduling time with a NPMA trainer. Some materials may be available for students to borrow. Students are required to fill out a "check in/check out" document if they wish to borrow materials from the library. A deposit fee may apply to borrow available materials and will not be returned until all items are returned in the same condition.

Student Information Catalog

Employment Bulletin Board

Napoleon Perdis Human Resources is available from 9:00 a.m. to 6:00 p.m. Monday through Friday. An employment opportunity bulletin board is available in the Academy Administrative office for students to view open position postings within the company, as well as, positions available in the beauty industry. Open positions are also posted on our website:

www.napoleonperdis.com/careers

Industry Experience

Where possible NPMA will provide industry experience opportunities at the discretion of NPMA. These opportunities are not job placement and your selection for them will be based on your performance, attendance, attitude, & overall commitment to the class while you attended.

Student Admissions Office

Located in the back of our campus headquarters is our Student Services/Admissions Office. Students are encouraged to make appointments with the Student Services Administration to address any issues, concerns or questions. Our staff maintains a high level of confidentiality and is here to ensure your time at NPMA is enjoyable and productive.

Academy Trainers and Coordinators

Academy trainers and coordinators are selected against strict criteria, which ensures that they possess both academic and industry qualifications in the subject areas they deliver training and assessment. Trainers and assessors are required to participate in an ongoing skills development program to maintain and update their technical knowledge. You can have full confidence in the skills, knowledge and professional standing of our team.

Classrooms

All classrooms are designed to simulate a practical and realistic working environment. You will each have an individual workstation with a well-lighted mirror and makeup chair. Please be advised that you are not permitted to enter any classroom unless a trainer is present, this is for your own safety and protection. Models will not be permitted in the classroom except during the designated 'Practical' portion of the class. If you are unsure of what those times are for your course, please contact your trainer or coordinator. No other visitors will be allowed in the classroom including pets, family members, children and friends, at any time.

Student Information Catalog

Professional Makeup Equipment

The makeup and equipment provided for class use is of the highest professional standard, including our famous Napoleon Perdis prestige brand and NPSet. During the course, we will provide you with certain products that are required for in-class tasks, however your “Tools of the Trade” must be purchased prior to the start of your first class. You are responsible to bring your “Tools of the Trade” to each class. Failure to bring your “Tools of the Trade” to class with you may result in a “Not Yet Competent” grade for that session.

Concept Stores

Napoleon Perdis Concept Stores are an important resource for many industry makeup artists and models. Industry kits have been specifically developed for NPMA stores, and are available for purchase at a discount in our stores.

Student Discount Card

As an enrolled student at NPMA, you will receive a Student Discount card that will entitle you to a 30% discount on all your makeup purchases at any Napoleon Perdis Concept Store. Throughout your time as a student at NPMA, the discount card is not transferable to any other person, and is valid for 12 months from the start date of your course. You may be asked to present identification such as your drivers license or identification card. Any student found misusing the card will have it confiscated and their discount revoked. You must contact your trainer immediately if the card is lost or stolen. As a Certified Makeup Artist, you can apply for a Pro Membership Discount of 40% off. Please contact the Concept Store for the application.

Concept Stores

NPMA does not have a designated parking lot. Parking, and all associated costs, are the responsibility of the student. Coordinators can be contacted for further information on parking options in the area.

Code of Practice

NPMA is dedicated to the achievement of the highest standards of excellence in the field of makeup design. Our main objective is to supply our clients with outstanding industry skills in order to promote, aid, foster and maintain the industry that we teach and work in.

Training and Assessment Services

Napoleon Perdis management and staff are committed to providing Training and Assessment services, resources, support and equipment in a condition and environment that is conducive with achieving competency in the units of study undertaken.

Certification

Students enrolled in the NPMA Certificate in Fashion, Glamour and Bridal Makeup Artistry will receive a certification reflective of their participation within the course. NPMA will promptly provide copies of all qualifications and achievements for students while they are enrolled at the NPMA.

Financial Management

NPMA applies sound and accountable financial practices within its day-to-day operations and maintains its adherence to equitable refund policies. These policies are explained in the student enrollment form. Please also refer to the Table of Contents at the beginning of this student catalog for the page number(s) of our refund policy.

Student Records and Information Management

NPMA is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students. All staff employed by Napoleon Perdis will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998. NPMA shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled at NPMA. NPMA shall also maintain for each student granted a certificate permanent records of all of the following: The certificate granted and the date on which that certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in each of those courses. *94900.5. Required Institutional Records*

Student Information Catalog

An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

Access and Equity

NPMA management and staff provide assistance to all clients to identify and achieve their desired outcomes. Napoleon Perdis is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy and upholds the principles of equal opportunity.

Admissions/ Enrollment Requirements

Each student admitted to a NPMA certificate program shall possess a high school diploma, GED, ATB, or its equivalent, or otherwise successfully take and pass the relevant exam. NPMA has not entered into an articulation or transfer agreement with any other college or university.

Stakeholder Feedback

NPMA is committed to securing and reviewing advice and feedback from all its stakeholders involved in the delivery of its Training and Assessment services.

Provision of Information

Clear and accurate advice is provided to all enrolling students at Napoleon Perdis. Initial contact, orientation and the commencement of studies is supported by the provision of timely information concerning enrollment procedures, vocational outcomes, fees, access and equity, guidance and support, complaints and appeals procedures and RPL arrangements or credit transfer.

Student Information Catalog

Legislative Compliance

Napoleon Perdis Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements including but not limited to the BPPE, Equal Opportunity and OSHA.

Marketing Accuracy

NPMA management and staff are committed to marketing its training and assessment services in an accurate, ethical and responsible manner ensuring that all clients are provided with timely and necessary information. All marketing of Napoleon Perdis education and training services are conducted in accordance with the state and federal guidelines and the relevant standards to uphold the integrity and reputation of the Industry and ensure no student is mislead or disadvantaged in any way.

Complaints and Appeals

The complaints and appeals policy of NPMA ensures that all complaints are dealt with in a constructive and timely manner. All complaints and appeals shall be reported in the weekly management meeting and client feedback forms shall be raised detailing the actions required to arrive at satisfactory resolve of each complaint and grievance.

Quality Assurance

Quality Assurance is defined as an established structure of measures involving planning, quality control, quality assessment, reporting and quality improvement to ensure that our training and assessment meets defined standards of quality.

We may from time to time, collect from our client's, information regarding our products and services which is utilized to contribute to the continuous improvements of our operations. For continuous development, we appreciate feedback to be sent to the Academy Helpdesk (hollywoodacademy@napoleonperdis.com).

Duty of Care

NPMA is committed to the protection of its students, visitors and employees from injury and to the promotion of their health and well-being, taking every precaution deemed necessary. Our procedures have been developed to conform with relevant legislation and operational requirements and believe they pose no adverse effect on the rights of our employees, students or visitors.

Student Information Catalog

Defamation

May be defined as the publication or making of false statements about another, which damages one's reputation. The defamatory statement must be untrue and also intended to be taken seriously. Its effect must be damaging to the reputation of the claimant.

A defamatory statement may be in one of two forms – libel or slander. Libel is a defamatory statement in written words, pictures or other visual form or broadcast over radio or television with an element of permanence about it. Slander is a defamatory statement in spoken or written words or other transitory form.

Defamation is a serious offense that is not taken lightly within our organization. In severe cases of defamation, the member will be expelled (student) or have their employment terminated (employees) and held liable for any emotional suffering and/or financial loss. Please be advised that substantial evidence must be submitted in the event a defamation suit is presented.

Privacy

We believe in safeguarding the privacy of our students and employees. All information collected is used solely for the purpose of general student administration, communication and assessment of your needs and competencies.

We will not discuss or divulge any of our clients or academic information to a third party unless NPMA:

- Has received a written authority to do so
- Is required by law to disclose such information
- Has a reason to believe that an unlawful activity has been, being or may be engaged in whereby the information obtained will be supplied to the relevant lawful authority
- Is required to recover any outstanding course fees whereby your information will be disclosed to a Debt Collection Agency.

Information collected will be managed, stored and disposed of securely when no longer needed. You may access, correct, or amend your personal details by contacting the Academy Student Services at 323-817-3634. A copy of the Privacy Act can be made available to you upon submission of a written request.

Operational Guidelines

We have operational guidelines, which have been implemented to ensure fairness and efficiency throughout all operations of the Academy. Throughout the course we may need to provide you with updates to our operational guidelines, events and opportunities and therefore it is crucial to your education that you notify the academy IMMEDIATELY if your contact details change (e.g. change of address, telephone number or email address). It is your responsibility to ensure we have your current details on file, should these details change, please request a Student Information Form from your trainer.

Occupational Health, Safety and Welfare

The NPMA is committed to ensuring every effort for your protection from injury and to the promotion of your health and well-being. For our female students, should you become pregnant during your course, please notify your trainer immediately to ensure the safety and well-being of you and your unborn child as certain products may not be suitable for use around pregnant mothers.

Safety and Fire Regulations

Your trainer will advise you of all Occupational Health and Safety procedures that must be followed, who to contact in the case of an Emergency and/or breach in our Code of Practice. During induction, you will be informed of the location and operation of fire extinguishers and fire exits within the Academy and/or Centre and Evacuation procedures will be explained and fire drill/s may be conducted. **Note.** Copies of the Occupational Health and Safety Act are available to be viewed at any time upon request. Ask your Trainer to arrange a copy.

Fire Alarm Procedures

Should you see a fire that cannot be extinguished:

- Report the fire to an Academy Trainer or Napoleon Perdis staff member, immediately.
- Make every effort to contain the fire if it can be done safely.
- Dial '911' to report the fire and state location.
- Listen carefully to Academy Staff and follow all directives given. Please use the closest fire exit in accordance with Academy evacuation procedures.

Student Information Catalog

Personal Presentation

You will be required to work in close contact with your fellow students and models therefore, we require that you maintain a professional dress standard at all times. Closed toe shoes, knee length skirts and shorts are recommended, however low cut pants and midriff or low cut tops are not acceptable.

Your hair must be pulled back away from your face while on NPMA premises. We also request that you refrain from wearing large jewelry items, especially rings that can interfere with the practical aspects of training. Nails must also be kept as short as possible to avoid any injury to you or your model's face.

Hygiene

- You must inform the NPMA of any infections or allergies that may cause hygiene concerns to other students/trainers/models.
- You are not permitted to eat, drink or smoke in the NPMA.
- Smoking is discouraged during class hours, as it can be offensive when working in close proximity to others. Should you smoke during class hours, please try to wait for designated break periods and ensure that hands, hair and clothing do not carry the smell when you return.
- All students are responsible for cleaning their workstations at the end of class each day, including testers, bench tops and mirrors.
- It is imperative that all NPMA facilities, including recreational and bathroom areas are kept tidy and any damage or additional requests are reported to your trainer immediately.

Maintaining the Appearance of the Classroom

To ensure that Academy Classrooms remain in a safe and clean environment, at the conclusion of each daily lesson you are to ensure that:

- All garbage is removed and placed in the bins provided.
- Work spaces are wiped down, mirrors cleaned and chairs are placed under the bench.
- Tester units are cleaned and make-up sanitized (e.g. lipstick and foundations shaved down).

Drugs and Alcohol Not Permitted

The consumption of alcohol and illicit drugs is not permitted on Academy premises during the actual hours of tuition and while wearing a Napoleon Perdis T-Shirt. Students may be

Student Information Catalog

expelled for breach of this guideline. Students will be sent home immediately if the instructor deems the student to be behaving as if “under the influence” of alcohol or any other illicit substance. This policy is purely for safety reasons as intoxication impairs judgment and adversely affects behavior.

Self Promotional Materials

Graduates wishing to create business cards, posters and flyers that include reference to your training, must abide by the following rules when marketing yourself / your business;

Napoleon Perdis Logos

You are not permitted to use any Napoleon Perdis / NPMA logos in any form of marketing / advertising unless authorized by the Napoleon Perdis Marketing Team.

Napoleon Perdis Images

You are not permitted to use any Napoleon Perdis images in any form of marketing / advertising, unless authorized by the Napoleon Perdis Marketing Team.

Credentials

You are ONLY permitted to use the following statements:

Studied at the Napoleon Perdis Makeup Academy OR

Graduated from the Napoleon Perdis Makeup Academy

Industry Kits / Products

You are not permitted to state that you are a stockist of Napoleon Perdis Cosmetics. You are permitted to only state that you use Napoleon Perdis Cosmetics

Posters

You are not permitted to obtain Napoleon Perdis posters for expos, trade shows, fairs or other events, unless authorized in writing by the Napoleon Perdis Marketing Team.

Course Requirements

The Napoleon Perdis Certificate in Fashion, Glamour, and Bridal Makeup Artistry is an intense introduction into the colorful world of makeup. It is here that you will learn the basic fundamentals of makeup application. Although the NPMA Certificate Course is not a government course, it is recognized by industry professionals.

You will receive your “Tools of the Trade” including your 24-piece brush roll on the first day of the course. Disposable tools of the trade are the responsibility of the student to purchase. These items are not available in our Napoleon Perdis concept stores. This information has been provided by your course coordinator in your Enrollment Confirmation Letter. You are required to bring all of these items with you to each practical session. ~~Only the makeup kits are sold in our stores. “Tools of the Trade” are available for purchase at your NPMA campus store on the first day of your course.~~

Models are required on specific days and times. Your trainer will advise the timeframes in which your model is required. Models are an integral part of your training. If you are unable to source a model for practical sessions, you will be deemed “not yet competent” for that session. This will affect your eligibility to receive a Certificate. All models must be 18 years of age and are attending at their own risk. A Hold Harmless form must be signed by each model before the start of class.

It is a requirement of your course to research each topic prior to the next class. Due to the intensity of this course, research will enable you to have a better understanding of what will be taught. All research and homework assignments will effect your eligibility to receive a certificate.

The NPMA Fashion, Glamour and Bridal Makeup Artistry course attendance is imperative. If you are unable to attend any of the scheduled hours, you must contact your trainer or the Academy Coordinator at 323-817-3634. You must arrive on time to each lesson and your competency will be assessed on a week-by-week basis.

Student Information Catalog

Should you be unable to attend any of the scheduled hours you must phone the NPMA and speak with a trainer prior to, or on the date of your scheduled class. If you have missed two (2) consecutive classes and we have not heard from you, we will assume that you have withdrawn from the course and you will not be eligible to reschedule the course, resit any session or for a refund of any monies.

You are not able to take any sessions until session 1 is complete. You can make arrangements with the Course Coordinator to take Session 1 prior to the start date of the course for a fee of \$250.

Please be advised that attendance is a reflection of your commitment to the course. Poor performance will deem you ineligible to receive a Certificate. Should your absence be due to an unforeseen situation which has impacted on your health and/or ability to attend, providing supporting evidence can be supplied to substantiate the mitigating circumstances, you are deemed eligible for appeal to re-sit the class (Please see cost breakdown below)

If your absences do not exceed the allowable period of missed hours (see specific course descriptions on pages 25-32), you may be eligible for a re-sit. Please see Re-Sit Costs on page 34-35.

1 Week Express Certificate Course

MONDAY - FRIDAY

9:00 A.M. – 1:00 P.M. Theory and Demonstration

1:00 P.M. – 2:00 P.M. Lunch

2:00 P.M. – 6:00 P.M. Practical Application

Description of Program

The 1-Week Express Certificate Course in Fashion, Glamour, and Bridal is 40 hours of classroom time and runs Monday – Friday for one week. Classes are typically theory and demonstration components in the morning and practical in the afternoon. This is broken up by a one hour lunch break. The practical component of the class is where students are required to bring a model relevant for that particular session's material. (See schedules above for exact times of theory and practical.)

This makeup course covers all aspects of the industry from getting started, to makeup application for Fashion, Glamour, and Bridal, as well as marketing yourself in the industry. Whether you are new to the makeup industry, have done a course previously and would like a refresher, or would like to gain skills in makeup artistry to compliment what you currently do, this course is ideal for you. Ideal for those that want to complete their studies in a short amount of time, and can only dedicate a block amount of time to complete their course. Because the format of this class is quite intensive, we recommend it for those that are able to absorb information in a relatively timely fashion.

All educators are current in the industry and trained in Napoleon Perdis methods & techniques. A makeup kit of quality Napoleon Perdis products which include the "Tools of the Trade" is included with the course fees. The "Tools of the Trade," including all brushes, and the disposable tools of the trade (as listed on the Enrollment Confirmation Letter) are to be brought to class each session by the student. All makeup will be provided during class for student use.

Sessions covered are:

- | | |
|-----------|--|
| Session 1 | Getting Started, Color Theory, Creating the Perfect Base, Contouring |
| Session 2 | Lashes, Lips, Cheeks, Brows, Essential Principals for the Eyes |
| Session 3 | Eye Techniques, Eye liner, False Eye Lashes, Eye & Lip Combinations |
| Session 4 | Deeper Skin tones, Asian Eye Techniques, Special Occasion Makeup, Bridal Makeup |
| Session 5 | Mature Makeup, Makeup for Fashion, Makeup for Photography, and The art of Assisting, Marketing Yourself, and Makeup Assessment |

Description of Instruction provided

Each module consists of a theoretical component as well as a live demonstration performed by the trainer. All demonstrations performed will be done so on a model applicable for those particular modules topics (e.g. mature model, male model etc.). Students are encouraged to ask questions during the demonstration and the trainer will ask students questions for confirmation of understanding of the material being discussed and demonstrated. Several demonstrations may be performed during the one lesson to demonstrate different ways in which looks can be applied to all areas of makeup artistry e.g. fashion, bridal etc.

Students are provided with a module in each theory session as a learning aid and group as well as individual activities is conducted during the lesson to support the learning of the material. Trainers use materials such as modules, DVD's, Product Reference Manuals, Power Point Demonstrations, Visuals, White Boards, Flip Charts etc. to aid the learning process.

Student Information Catalog

A practical session is another component of the class in where the students are given a particular task to perform in a given amount of time. The trainer circulates the class room the entire time giving students feedback, critiquing their work, and evaluating how well they have grasped that lessons material. Students are encouraged to photograph their work as well as the demonstration for visual reference. Students are required to bring in a model for each practical session suitable for that particular module. Students are given a hand out before the first day of class on what models they will need at each session in order for them to pre-prepare.

Theory/demonstration components are 4 hours in length each session & practical components are 4 hours in length.

Each session has a minimum of 1 Trainer with a maximum of 6 students. The smaller class numbers are due to the intensive training and adequate time being spent with each student.

Requirements for Completion

Students must attend 100% of their classes in order to be eligible to graduate. They must show competency in all areas of the curriculum through the practical sessions as well as class participation in the theory components of the class with activities and homework tasks. Students are required to have a model at every practical session and adequately perform the practical session on the appropriate model. File notes on each student are completed at the end of every session to chart each student's progress within the course and to ensure a minimum level of competency is being achieved in each session.

Required Tests

Students are required to perform a practical assessment in their last session based off a selection of briefs provided to them in Session 1. Students are to choose 1 of 3 briefs provided in the areas of Fashion, Glamour, and Bridal Makeup Artistry. Students are encouraged to select the brief that best represents the area of the Industry they most wish to peruse.

In Session 1, students are issued a checklist by which they will be assessed that covers all the elements in which they must show competency for their practical assessment. Please see attached. If competency is not achieved on their first attempt, students are given an agreed amount of time in which they can do additional practice and return for a second attempt at showing competency for those particular criteria. A e-Sit Fee may apply (please see page

Required clock hours

All 40 hours must be completed in order to graduate. Homework tasks may also be required to be completed. Homework tasks will be administered at the discretion of the trainers, who will keep in mind the hours of the course each day.

Certificate of Makeup Artistry in Fashion, Glamour, & Bridal Makeup

4-WEEK COURSE SCHEDULE

Monday	6:30 P.M. – 9:00 P.M.	Theory and Demonstration
Tuesday	6:30 P.M. – 9:00 P.M.	Practical Application
Wednesday	6:30 P.M. – 9:00 P.M.	Theory and Demonstration
Thursday	6:30 P.M. – 9:00 P.M.	Practical Application

8-WEEK COURSE SCHEDULE

Sunday's Only

10:00 A.M. – 12:30 P.M.	Theory and Demonstration
12:30 P.M. – 1:30 P.M.	Lunch
1:30 P.M. – 4:00 P.M.	Practical Application

Description of Program

The Certificate of Makeup Artistry in Fashion, Glamour, and Bridal Makeup is 40 hours of classroom time and has two scheduling options – a 4-Week weeknight schedule that runs Monday through Thursday from 6:30PM-9:00PM and an 8-Week weekend schedule that runs only on Sunday's from 10:00AM-4:00PM. Each session has theory and demonstration components, as well as practical. (See schedules above for exact times of theory and practical.) The practical component of the class is where students are required to bring a model relevant for that particular session's material.

This makeup course covers all aspects of the industry from getting started, to makeup application for Fashion, Glamour, and Bridal, as well as Marketing you in the Industry. Whether you are new to new to makeup industry, have done a course previously and would like a refresher, or would like to gain skills in makeup artistry to compliment what you currently do, this course is ideal for you. Great for those that can only take classes on the weekend or in the evenings, and for those that would like to have their studies completed in a shorter amount of time.

All educators are current in the industry and trained in Napoleon Perdis methods & techniques. A makeup kit of quality Napoleon Perdis products which include the "Tools of the Trade" is included with the course fees. The "Tools of the Trade," including all brushes, and the disposable tools of the trade (listed on students Enrollment Confirmation Letter) are to be bought to class each session by the student. All makeup will be provided during class for student use.

Sessions covered are:

Session 1	Getting Started, Color Theory, Creating the Perfect Base
Session 2	Contouring, Lashes, Lips, Cheeks, Brows
Session 3	Essential Principals for the Eyes, Eye Techniques, Eye liner
Session 4	False Eye Lashes, Eye & Lip Combinations
Session 5	Deeper Skin tones, Asian Eye Techniques, Special Occasion Makeup
Session 6	Bridal Makeup, Mature Makeup
Session 7	Makeup for Fashion, Makeup for Photography
Session 8	The Art of Assisting, Marketing Yourself, Makeup Assessment

Description of Instruction provided

Each module consists of a theoretical component as well as a live demonstration performed by the trainer. All demonstrations performed will be done so on a model applicable for those particular modules topics (e.g. mature model, male model etc.). Students are encouraged to ask questions during the demonstration and the trainer will ask students questions for confirmation of

Student Information Catalog

understanding of the material being discussed and demonstrated. Several demonstrations may be performed during the one lesson to demonstrate different ways in which looks can be applied to all areas of makeup artistry e.g. fashion, bridal etc.

Students are provided with a module in each theory session as a learning aid and group as well as individual activities are conducted during the lesson to support the learning of the material. Trainers use materials such as modules, DVD's, Product Reference Manuals, Power Point Demonstrations, Visuals, White Boards, Flip Charts etc. to aid the learning process.

A practical session is another component of the class in where the students are given a particular task to perform in a given amount of time. The trainer circulates the classroom the entire time giving students feedback, critiquing their work, and evaluating how well they have grasped that lessons material. Students are encouraged to photograph their work as well as the demonstration for visual reference. Students are required to bring in a model for each practical session suitable for that particular module. Students are given a hand out on the first day of class on what models they will need at each session in order for them to pre-prepare. (The hand out is available before class starts upon request.)

Each session has a minimum of 1 Trainer with a maximum of 14 students.

Requirements for Completion

Students must attend 7 out of 8 of their classes and make up the session missed in order to be eligible to graduate. They must show competency in all areas of the curriculum through the practical sessions as well as class participation in the theory components of the class with activities and homework tasks. Students are required to have a model at every practical session and adequately perform the practical session on the appropriate model. File notes on each student are completed at the end of every session to chart each student's progress within the course and to ensure a minimum level of competency is being achieved in each session.

Theory/demonstration components are 2.5 hours long each session & practical components are 2.5 hours in length.

Required Tests

Students are required to perform a practical assessment in their last session based off a selection of briefs provided to them in Week 1. Students are to choose 1 of 3 briefs provided in the areas of Fashion, Glamour, and Bridal Makeup Artistry. Students are encouraged to select the brief that best represents the area of the Industry they most wish to pursue. They will be assessed on their research which is to be presented as a research folder including materials such as face charts, photographs, sketches, product lists etc. Students are to present this folder of research to the trainer before the practical session takes place.

In Week one, students are also issued a checklist by which they will be assessed that covers all the elements in which they must show competency for their practical assessment. Please see attached. If competency is not achieved on their first attempt. Students are given an agreed amount of time in which they can do additional practice and return for a second attempt at showing competency for those particular criteria.

Required clock hours

All 40 hours must be completed in order to receive your certificate. Homework tasks are also required to be completed which is approximately an additional 4 hours.

Advanced Certificate Course

12-WEEK COURSE SCHEDULE

Monday & Wednesday Only

10:00 A.M. – 1:00 P.M.	Theory and Demonstration
1:00 P.M. – 2:00 P.M.	Lunch
2:00 P.M. – 5:30 P.M.	Practical Application

Description of Program

The Advanced Certificate Course is 156 hours of classroom time and runs Monday's and Wednesday's from 10:00 A.M. – 5:30 P.M. Each session has theory and demonstration components, as well as practical. (See schedules above for exact times of theory and practical.) The practical component of the class students will apply makeup to each other in class.

This makeup course covers all aspects of the industry from getting started, to makeup application for Fashion, Glamour, and Bridal, Marketing you in the Industry, as well as more advanced techniques & skills for photo shoots, editorial, black & white photography, and runway. Whether you are new to the makeup industry, have done a course previously and would like a refresher, or would like to gain skills in makeup artistry to compliment what you currently do, this course is ideal for you. Great for those that can only take classes on the weekend or in the evenings, and for those that would like to have their studies completed in a shorter amount of time.

All educators are current in the industry and trained in Napoleon Perdis methods & techniques. A makeup kit of quality Napoleon Perdis products which include the "Tools of the Trade" is included with the course fees. The "Tools of the Trade," including all brushes, and the disposable tools of the trade (listed on students Enrollment Confirmation Letter) are to be bought to class each session by the student. All makeup will be provided during class for student use.

Sessions covered are:

- Session 1 Introduction to Makeup, Makeup History, Tools of the Trade
- Session 2 Professionalism in the Industry, Health & Hygiene standards, Product Knowledge
- Session 3 Color Symbolism, Classifying Colors, Understanding Color Principles
- Session 4 Foundations, Concealers, Powders
- Session 5 Identifying Face Shapes, Contouring, Face Sculpting
- Session 6 Eye Structure, Identifying Eye Shapes, Eye Corrections
- Session 7 Brows, Lashes, Eyeliner, The Socket Eye Technique
- Session 8 The Classic Eye Technique, False Lashes
- Session 9 The Smokey Eye Technique, The Yasmin Eye Technique
- Session 10 Lip Correction, Blush, Advanced Bases
- Session 11 Eye & Lip Combinations
- Session 12 Bridal Makeup, Special Occasion Makeup
- Session 13 Makeup for Deeper Skin Tones, Mature Makeup
- Session 14 Male Grooming, Asian Eye Techniques
- Session 15 Assessment 1 – Runway/Bridal
- Session 16 Marketing Yourself as a Pro Artist, The Art of Assisting
- Session 17 Period Makeup – 18th Century – 1940's
- Session 18 Period Makeup – 1950's – 1990's
- Session 19 Body Bronzing
- Session 20 Photo Shoots, Black & White Photography, Editorial
- Session 21 Your Portfolio, The Retail Makeover
- Session 22 Advanced Eye Techniques, Concealing Brows, Makeup for Runway
- Session 23 Script Breakdown, Continuity, Makeup Effects
- Session 24 Assessment 2 - Photoshoot

Student Information Catalog

Description of Instruction provided

Each module consists of a theoretical component as well as a live demonstration performed by the trainer. All demonstrations performed will be done so on a model applicable for those particular modules topics (e.g. mature model, male model etc.). Students are encouraged to ask questions during the demonstration and the trainer will ask students questions for confirmation of understanding of the material being discussed and demonstrated. Several demonstrations may be performed during the one lesson to demonstrate different ways in which looks can be applied to all areas of makeup artistry e.g. fashion, bridal etc.

Students are provided with a module in each theory session as a learning aid and group as well as individual activities are conducted during the lesson to support the learning of the material. Trainers use materials such as modules, DVD's, Product Reference Manuals, Power Point Demonstrations, Visuals, White Boards, Flip Charts etc. to aid the learning process.

A practical session is another component of the class in where the students are given a particular task to perform in a given amount of time. The trainer circulates the classroom the entire time giving students feedback, critiquing their work, and evaluating how well they have grasped that lessons material. Students are encouraged to photograph their work as well as the demonstration for visual reference. Students will perform the practical session on each other in class. There are certain sessions where students are required to bring in a model that is suitable to that module (mature skin, deeper skin tones, etc). Students are given a hand out on the first day of class on what models they will need at each session in order for them to pre-prepare. (The hand out is available before class starts upon request.)

Each session has a minimum of 1 Trainer with a maximum of 14 students.

Requirements for Completion

Students must attend 21 out of 24 of their classes and make up the sessions missed in order to be eligible to graduate. They must show competency in all areas of the curriculum through the practical sessions as well as class participation in the theory components of the class with activities and homework tasks. Students are required to have a model at every practical session and adequately perform the practical session on the appropriate model. File notes on each student are completed at the end of every session to chart each student's progress within the course and to ensure a minimum level of competency is being achieved in each session.

Theory/demonstration components are 3 hours in length & practical components are 3 hours in length, with 30 minutes of recap at the end of the session.

Required Tests

Students are required to perform 2 practical assessments – one half way through the course and one on the last session based. The final assessments will be based off a selection of briefs provided to all students prior to the assessments.

For the first assessment, students are to choose 1 of 3 briefs provided in the areas of Fashion, Glamour, and Bridal Makeup Artistry. Students are encouraged to select the brief that best represents the area of the Industry they most wish to pursue. They will be assessed on their research which is to be presented as a research folder including materials such as face charts, photographs, sketches, product lists etc. Students are to present this folder of research to the trainer before the practical session takes place.

Student Information Catalog

For the second assessment, students will be creating an editorial photoshoot with one female model and one male model. Students must show competency in body bronzing or body sculpting, and must create two different looks on their models. After the first look has been photographed in a “head shot” style, students have a certain amount of time to change the look in some way to have it photographed again in an editorial shoot.

Students are also issued a checklist in prior to the assessments by which they will be assessed that covers all the elements in which they must show competency for their practical assessment. If competency is not achieved on their first attempt. Students are given an agreed amount of time in which they can do additional practice and return for a second attempt at showing competency for those particular criteria.

Required clock hours

All 156 hours must be completed in order to receive your certificate. Homework tasks are also required to be completed which is approximately an additional 4 hours per week.

10-Week Advanced Alumni Course

10-WEEK COURSE SCHEDULE

Sunday's OR Monday's Only

10:00 A.M. – 1:00 P.M. Theory and Demonstration

1:00 P.M. – 2:00 P.M. Lunch

2:00 P.M. – 5:00 P.M. Practical Application

Description of Program

The Advanced Certificate Course is only available to students who have obtained their Certificate in Makeup Artistry in Fashion, Glamour & Bridal Makeup with NPMA. This course is 60 hours of classroom time and runs on either Sunday's OR Monday's from 10:00 A.M. – 5:00 P.M. Each session has theory and demonstration components, as well as practical. (See schedules above for exact times of theory and practical.) The practical component of the class students will apply makeup to each other in class.

This makeup course covers the more advanced techniques & skills from the Advanced Certificate Course that are not covered in the Certificate of Makeup Artistry in Fashion, Glamour & Bridal Makeup, such as photo shoots, editorial, black & white photography, and runway. This class is designed for NPMA alumni to increase their skill level, master what they already know, and gain confidence to continue to grow in the industry.

All educators are current in the industry and trained in Napoleon Perdis methods & techniques. The "Tools of the Trade," from the student's original course, including all brushes, and the disposable tools of the trade (listed on student's Enrollment Confirmation Letter) are to be brought to class each session by the student. All makeup will be provided during class for student use.

Sessions covered are:

- Session 1 Advanced Bases
- Session 2 Advanced Bridal Makeup
- Session 3 Period Makeup – 18th Century – 1940's
- Session 4 Period Makeup – 1950's – 1990's
- Session 5 Editorial Makeup
- Session 6 Body Bronzing
- Session 7 Advanced Eye Techniques
- Session 8 Script Breakdown, Continuity, Effects
- Session 9 The Retail Makeover
- Session 10 Assessment 2 Photo Shoot

Description of Instruction provided

Each module consists of a theoretical component as well as a live demonstration performed by the trainer. All demonstrations performed will be done so on a model applicable for those particular module topics (e.g. mature model, male model etc.). Students are encouraged to ask questions during the demonstration and the trainer will ask students questions for confirmation of understanding of the material being discussed and demonstrated. Several demonstrations may be performed during the one lesson to demonstrate different ways in which looks can be applied to all areas of makeup artistry e.g. fashion, bridal etc.

Student Information Catalog

Students are provided with a module in each theory session as a learning aid and group as well as individual activities are conducted during the lesson to support the learning of the material. Trainers use materials such as modules, DVD's, Product Reference Manuals, Power Point Demonstrations, Visuals, White Boards, Flip Charts etc. to aid the learning process.

A practical session is another component of the class in where the students are given a particular task to perform in a given amount of time. The trainer circulates the classroom the entire time giving students feedback, critiquing their work, and evaluating how well they have grasped that lessons material. Students are encouraged to photograph their work as well as the demonstration for visual reference. Students will perform the practical session on each other in class. There are certain sessions where students are required to bring in a model that is suitable to that module (mature skin, deeper skin tones, etc). Students are given a hand out on the first day of class on what models they will need at each session in order for them to pre-prepare. (The hand out is available before class starts upon request.)

Each session has a minimum of 1 Trainer with a maximum of 14 students.

Requirements for Completion

Students must attend 9 out of 10 of their classes and make up the sessions missed in order to be eligible to graduate. They must show competency in all areas of the curriculum through the practical sessions as well as class participation in the theory components of the class with activities and homework tasks. Students are required to have a model at every practical session and adequately perform the practical session on the appropriate model. File notes on each student are completed at the end of every session to chart each student's progress within the course and to ensure a minimum level of competency is being achieved in each session.

Theory/demonstration components are 3 hours in length & practical components are 3 hours in length for each session.

Required Tests

Students are required to perform a practical assessment. Students will be creating an editorial photoshoot with one female model and one male model. Students must show competency in body bronzing or body sculpting, and must create two different looks on their models. After the first look has been photographed in a "head shot" style, students have a certain amount of time to change the look in some way to have it photographed again in an editorial shoot.

Students are also issued a checklist in prior to the assessments by which they will be assessed that covers all the elements in which they must show competency for their practical assessment. If competency is not achieved on their first attempt. Students are given an agreed amount of time in which they can do additional practice and return for a second attempt at showing competency for those particular criteria.

Required clock hours

All 60 hours must be completed in order to receive your certificate. Homework tasks are also required to be completed which is approximately an additional 4 hours per week.

Class Schedule of Fees and Tuition

Course Name	Tuition	Starter Kit	(or)	Master Kit	Total
Certificate of Makeup Artistry in Fashion, Glamour & Bridal Makeup (4- and 8-Week)	\$1,200.00	\$1,409.37	(or)	\$1,898.56	\$2,609.37 or \$3,098.56
One-Week Express Certificate	\$1,700.00	\$1,409.37	(or)	\$1,898.56	\$3,109.37 or \$3,598.56
				Tools of the Trade	Total
Advanced Certificate Course	\$3,432.00			\$631.66	\$4,063.66
10-Week Advanced Alumni Course	\$1,300.00	n/a		n/a	\$1,300.00

Course Attendance

By enrolling into the NPMA Certificate in Fashion, Glamour & Bridal Makeup Artistry course you are obligated to pay the entire course fees unless you cannot complete the course for acceptable reasons and written proof. If you are unable to commence or continue this course for any reason, and wish to undertake that course in future, you will be required to apply for re- enrollment.

To be eligible for a Napoleon Perdis Certificate you must attend all scheduled hours for your course. Learning requires consistent effort and your outcome will be indicative of that effort. Students who wish to graduate, must attend the minimum number of hours for their course, as listed below:

Course Name	Total Hours	Allowable Missed Hours
Certificate of Makeup Artistry in Fashion, Glamour & Bridal Makeup (4- and 8-Week)	40 hours	5 hours (1 session)
One-Week Express Certificate	40 hours	0 hours (0 sessions)
Advanced Certificate Course	156 hours	19.5 hours (3 sessions)
10-Week Advanced Alumni Course	60 hours	6 hours (1 session)

Please note that we will be unable to issue you with a Napoleon Perdis Certificate if you fail to meet course requirements.

Student Information Catalog

Punctuality is a very important part of a professional work ethic and is treated very seriously at NPMA. Should you continually disrupt the class by arriving late or leaving early, you will not be eligible for a Napoleon Perdis Certificate. Should you arrive late you will only be allowed into the class at the discretion of the trainer. When doors are closed during a lecture or demonstration, you may be asked to wait until an appropriate break before joining the class. There may be times when access to some NPMA campus locations is not possible without the assistance of a trainer, therefore, it is important that you arrive 10 minutes prior to the course start time.

Probation/Dismissal

NPMA reserves the right to place a student on probation, suspension and expel students with no prior verbal or written warning. Your behavior will determine the action required by Academy staff. Please be advised of the following reasons for possible probation, suspension and dismissal: Consistent tardiness and absence, theft or non-accidental damage to academy property, forgery, alteration or misuse of records or documents, cheating, plagiarism or other academic dishonesty, physical or verbal abuse of others or any threat of force, use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus or off campus at any academy/makeup sponsored event, possession of weapons, failure to comply with directions of academy officials/staff, obstruction or disruption of the educational process.

Certificate Eligibility

Artist of Distinction Award

Students with outstanding performance and exceptional attendance during the course may be eligible for a Certificate of Excellence. This will be determined by your Trainer.

Certificate of Makeup Artistry in Fashion, Glamour & Bridal Makeup

To receive a Certificate, you must adhere to our policy on Course Attendance and satisfy competency requirements, which are assessed on a week-by-week basis.

In the final week of course, you will be required to design a final look incorporating everything that you have learned in previous weeks. Your eligibility for a NPMA certificate will depend on successful evaluation of the following;

- Attendance and practical performance
- Organization of work area, models and tools
- Class presentation of your final design
- Technique & application of your final design

Should you be deemed Competent in all of the above you will be eligible for a Certificate of Makeup Artistry in Fashion, Glamour & Bridal Makeup. This is determined by both your Trainer and the Education Services Coordinator.

Please ensure the spelling of your name is written correctly on your competency profile form as this is how it will appear on your Certificate.

Certificates should be available for collection within 4 – 5 weeks following course conclusion. Your Certificate will not be mailed, as we cannot be held responsible for the condition that the U.S. Postal Service delivers it.

Should you lose or damage your NPMA Certificate, we will happily reprint your certificate at a fee of \$25. Please note that Napoleon Perdis does not reprint Certificates once the course content has been updated.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at NPMA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in NPMA Fashion, Glamour and Bridal Makeup Artistry is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the other institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NPMA to determine if your certificate will transfer.

Transfer

A transfer is a request to move your enrollment to another class. NPMA understands that situations may occur that impact your ability to start the course. Should you no longer be able to start the course you are enrolled in, and more than 21 days notice has been given prior to course start, you may be able to transfer your enrollment into another class within the same intake or alternatively transfer your enrollment to another person at the discretion of NPMA. A \$50 transfer fee will be imposed due to the nature of the work involved in administering and processing transferred enrollments.

If less than 21 days notice is provided, an individual appeal can be made, but is up to the discretion of NPMA. Appeals must be submitted in writing to our Chief of Makeup Services at 6621 Hollywood Blvd., Hollywood, CA 90028.

Deferral/Leave of Absence

A deferral is to postpone your studies to a later date.

It is our policy not to offer deferrals, however in the event that an unforeseen situation occurs which impacts on your health and/or ability to commence or continue the course, a deferral may be offered to you providing that a written appeal for a leave of absence and evidence is

Student Information Catalog

received prior to course commencement. Please be advised due to the nature of the work involved in administering and processing deferred enrollments, you will incur a deferral fee and possible additional charges. (Please refer to the Appeals section outlined on page 41 more information). The deferral fee and any outstanding course fees are to be paid within 30 days of the deferral being granted.

Please discuss your options with the NPMA Coordinator.

Refunds

Mandatory Cancellation, Withdrawal, and Refund Policies

An institution that does not participate in the federal student financial aid programs shall do all of the following:

- (a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.**
- (d) The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

“STUDENTS RIGHT TO CANCEL”

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- 1. An applicant not accepted by NPMA shall be entitled to a refund of all monies paid to the academy.**
- 2. If a student or guardian (in case of an underage student) cancels his/her enrollment within seven (7) business days after signing the contract (even if instruction has commenced), the following conditions must be met in order for the student to receive a full refund less the registration fee and makeup kit/supply :**
 - A. A written notice must be mailed and postmarked within the seven days of enrollment to the Chief of Makeup/Creative Services (address at bottom of page 4).**
 - B. A written notice delivered in person to the Chief of Makeup/Creative Services (address at bottom of page 4) within seven business days of enrollment.**

Student Information Catalog

In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

3. If the student cancels his/her contract after the seven day period, but prior to entering classes, all monies except a registration fee of \$50 and the makeup kit fee will be refunded.

4. The cost of the makeup kit/textbooks and supplies are not included in the tuition adjustment computations. These items become the property of the student when issued.

5. Students who terminate prior to course completion will be charged a \$100.00 termination fee.

6. For students enrolled and in class, the following refund policy shall apply:

Percentage scheduled enrollment time to total time of course per academic year:	Total tuition owed by student*:
0.01% - 4.99%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	50%
25% - 49.9%	60%
50% - 59.9%	70%
60% and over	100%

Academic Year is defined as scheduled 1-40 clock hours.

Scheduled enrollment time is defined as the scheduled time elapsed between the actual beginning of the academic year and the date of the student's last recorded day of attendance at NPMA. Scheduled enrollment time is not actual enrollment time. Any monies due the student will be refunded within 45 days of the formal notice of cancellation as defined in the item #2 above, or formal termination of the contract at the academy's discretion, which may occur no more than thirty (30) days from the last date of recorded attendance or in the event of a leave of absence from the documented date of return. Students who do not return from a leave of absence the earlier of the last date of leave or the date that the academy is notified of the student's departure is used as the termination date.

*If balances are owed on the date of termination or withdraw, the student is responsible for the payment in full of the balance owed on that date.

Student Information Catalog

7. If NPMA is permanently closed and/or no longer offering instruction of the course after the student has enrolled, the student shall be entitled to appropriate refund of tuition as described in this contract.
8. If a student suffers a catastrophic accident, a death in the family, or circumstances beyond the ordinary and reasonable control of the student, the academy will make a reasonable and fair settlement in the best interest of both parties, i.e., NPMA and student/family of student.
9. If a student who does not return from a leave of absence, the date of expiration shall be the earlier date of the date the student notifies the academy that the student will not be returning or the last date of leave is used as the termination date.
10. If a course is cancelled subsequent to a student's enrollment, but prior to the first day of class, NPMA shall at its option:
 - A. Provide completion of the course; or
 - B. Provide a full refund of all applicable monies paid
11. If the student does not notify the academy that the student is withdrawing, formal termination shall be based on monitoring of participation determined by the academy.

Financial Aid

Currently, NPMA does not participate in federal and state financial aid programs. If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund Disclosures

California law requires that, upon enrollment, a fee be assessed to the cost of tuition (educational Code Section 94343). These fees support the The Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of school close of business, the institution's breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality of the course of instruction within a 30-day period before the institution closure. The fund protects only California students.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education".

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Student Information Catalog

NPMA does not have a pending petition in bankruptcy nor is the academy operating as a debtor in possession. NPMA has not filed a petition within the preceding five years nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Website: <http://www.bppe.ca.gov>

Telephone: (916) 431-6959

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Appeals

In the event you are required to submit a written appeal to Napoleon Perdis, please attention to;

Education Services

Napoleon Perdis Makeup Academy

6621 Hollywood Blvd.

Los Angeles, CA 90028

Email: hollywoodacademy@napoleonperdis.com

Your written appeal must include supporting evidence which outlines the eligibility of your case and request and needs to be received by our office within the specified timeframes. Please be advised that our policies have been designed through careful consideration of information and feedback from staff, legal experts and government offices.

Student Information Catalog

A deferral fee of \$150 is to be made payable to the Academy for all approved appeals.

Appeals received after the 21-day cut off period but prior to course commencement will be charged 50% of the course fees plus the deferral fee, as stated above.

Please note that all appeals are reviewed and assessed on a case by case basis. Any submission of an appeal is subject to review and not automatically guaranteed. NPMA reserves the right to refuse a request to compromise the Terms and Conditions

Once a course has commenced you are liable for entire course fees

In the event you believe your matter has gone unrecognized by our processes, you are free to lodge a complaint to the NPMA Coordinator. Please refer to the Table of Contents at front of this student catalog for page number location for complaints for further information on how to lodge a complaint.

Eligibility

As outlined on previous pages, should an unforeseen situation occur which impacts on your ability to commence or continue studies and supporting evidence can be supplied to substantiate the mitigating circumstances, please submit your appeal to the above address or email.

All appeals are taken seriously and information is treated with confidentiality and respect. Appeals are reviewed and assessed by the NPMA Student Services Coordinator. In the event your appeal is deemed unsuccessful, you are free to lodge a complaint to the NPMA Student Services Coordinator. Please refer to the complaints section on page 30 for further information on how to lodge a complaint. Please be advised that your complaint does not revert the decision and is used for internal feedback and in reviewing processes.

Supporting Evidence

Supporting evidence is any documentation that substantiates the declaration provided in your written appeal. Stand alone evidence such as a Medical Certificate, Police Incident Report Number, Hospital Admissions Letter and Statutory Declarations will provide support to your appeal however further documentation may be requested to further validate the mitigating

Student Information Catalog

circumstances.

Your supporting evidence must be received 7 days from the date in which the circumstances occurred and must clearly indicate the impact of the situation on your ability to study.

In the event of an appeal for a refund of course fees paid, supporting evidence must substantiate the reasons why you are unable to study but also substantiate the reasons for why you are unable to study course at a later, deferred date.

Appeals Process

Once an appeal has been received by our NPMA Student Services Coordinator, prior to course commencement, we will ensure that;

- your confidentiality will be maintained at all times
- you have been made fully aware of the appeals process
- you will be referred to an appropriate person to assist you in an effective and rapid resolution
- you are protected from discrimination
- the possibility of a defamation suit is prevented

Each appeal that is received by our office must be recorded in writing and will be managed by an independent person or panel (if required) who will investigate the details of the appeal, including all evidence submitted. You may take the opportunity to formally present your case either in person or by telephone.

We will aim to finalize any written appeal within 14 days of receiving all documentation and provide you with a written statement of the appeal outcome including reasons for the decision given.

Should it be declared that further investigation is required, we will contact you by telephone and subsequently by email to notify you of our intentions and any further delays this may have on the outcome of your appeal.

Student Information Catalog

Complaints

If you believe a matter has gone unrecognized by our staff or processes we encourage you to submit a formal complaint for further investigation. We hope to resolve all grievances promptly and without prejudice to ensure a suitable result for all parties involved. Please submit your complaint to Napoleon Perdis attention:

NPMA H.R. Compliance Manager
Napoleon Perdis
6906 Hollywood Blvd., 2nd Floor
Los Angeles, CA 90028
usa.hr@napoleonperdis.com

In handling your complaint, we will ensure that;

- Your confidentiality will be maintained at all times
- You have been made fully aware of the appeals process
- You will be referred to an appropriate person to assist you in an effective and rapid resolution
- You are protected from discrimination
- The possibility of a defamation suit is prevented by undertaking a thorough investigation

Your complaint must include the following information;

- Name, address and contact phone number
- Your Status (i.e. applicant, student, graduate, parent of student or Legal Guardian)
- Nature of the complaint
- Names of staff members with whom you have discussed your complaint
- Evidence that can be useful for the investigation into the matter
- The outcome you are seeking

Each complaint that is received by our office must be recorded in writing and will be managed by an independent person or panel (if required) who will investigate the details of the complaint, including all evidence submitted. You may take the opportunity to formally present your case either in person or by telephone.

We will aim to finalize the complaint within 14 days of receiving all documentation and provide you with a written statement of the outcome including reasons for the decision given.

Student Information Catalog

Should it be declared that further investigation is required, we will contact you by telephone and subsequently by email to notify you of our intentions and any further delays this may have on the outcome.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website: <http://www.bppe.ca.gov>.

Reporting

The information collected from you by us - Napoleon Perdis Cosmetics Pty Ltd – will be used solely for the purpose of general student administration, communication, identification, assessment of competencies and evaluation of needs.

Class Reports

Trainers are required to record student attendance and the beginning and conclusion of class and report on the day's activities at the conclusion of each day's training. Any matters that arise during training will be recorded and forwarded to the Head of Campus, Education Services Coordinator and Academy Compliance Officer for review and/or action.

Course Evaluation Forms

NPMA is committed to quality training therefore a student feedback form has been developed for students to give direct feedback to NPMA. Your feedback is extremely valuable to us as it enables us to continually improve course content, quality and operations. All feedback is considered for implementation and in most cases incorporated into our operations.

Random Bag Checks

Random bag checks may be carried out in all Napoleon Perdis Makeup Academies. This activity is to manage the risk of theft. Students who choose to steal will be reprimanded accordingly and in severe circumstances, expelled.

Mobile Phones / MP3 Players and IPODS

Mobile Phones, MP3 players, IPODS and the like, are not to be used during class hours. It is disruptive to trainers and fellow students. Students may provide their family with the

Student Information Catalog

Academy's contact details in the case of an emergency.

Induction

Induction is an important part of commencing a program of study. You must take this opportunity to satisfy any questions in relation to the Course outline and requirements, Operational Guidelines, and Location Facilities. If you miss week 1, you fail to meet minimum course requirements and you jeopardize your education.

Academy Hours

Class commencement times vary depending on the class in which you are enrolled, therefore it is your responsibility to have read your *Confirmation Letter* for class commencement times.

Advanced Certificate in Fashion, Glamour & Bridal Makeup Artistry Course (156hrs):

- Classes are Monday & Wednesday starting at 10:00AM and finishing at 5:30PM

Certificate in Fashion, Glamour & Bridal Makeup Artistry (40hrs):

- Weekday classes starts at 9:00AM and finish at 6:00PM
- Weekend classes start at 10.00AM and finish at 4.00PM
- Evening classes are Monday thru Thursday starting at 6:30PM and finishing at 9:00PM

Alumni Advanced Certificate in Fashion, Glamour & Bridal Makeup Artistry (60hrs):

- Classes are on scheduled days starting at 10:00AM and finishing at 5:00PM

A one hour lunch break is scheduled for each day in class. Any additional 5-10 minute breaks are given at the discretion of the trainers.

Under no circumstances will you be permitted to leave class early, as it will have a detrimental impact on your overall performance and outcome.

Terms and Conditions of your Enrollment

Please Review Documents Prior to Signing

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Student Information Catalog

You have signed an enrollment form which outlines the following Terms and Conditions which you understood, accepted and agreed to abide by prior to enrollment;

1. A down deposit/ payment options is available for all courses and are as follows:

- Express Certificate in Fashion, Glamour & Bridal Makeup Artistry
\$500 deposit due upon enrollment to guarantee seat in class; all remaining fees due seven (7) days before course commences
- Certificate in Fashion, Glamour & Bridal Makeup Artistry
\$500 deposit due upon enrollment to guarantee seat in class; 70% of remaining fees due seven (7) days before course commences, with all fees must be paid off ½ way through course
- Certificate in Fashion, Glamour & Bridal Makeup Artistry
\$600 deposit due upon enrollment to guarantee seat in class; 50% of remaining fees due seven (7) days before course commences, with all fees must be paid off ½ way through course
- Alumni Advanced Certificate in Fashion, Glamour & Bridal Makeup Artistry
\$200 deposit due upon enrollment to guarantee seat in class; 70% of remaining fees due seven (7) days before course commences, with all fees must be paid off ½ way through course

2. Payment of course fees can be made by cash or credit card. Napoleon Perdis Makeup Academy (NPMA) does not accept personal or company checks.

3. The enrollment cut-off date for courses is seven (7) days prior to start date, or once classes reach maximum capacity (Express Course is 6 students maximum and all other courses are 14 students maximum). If class is not at capacity, enrollments after the cut off date will incur a \$150 late enrollment fee.

4. Refunds will be issued by NPMA based on our refund policy previously outlined in this Student Information Handbook.

5. Once a course has started, the enrolled student/financier is required to fulfill their financial obligations and pay the entire course fees unless they can not complete the course for ANY reason approved by the NPMA with supporting documentation.

6. If an enrolled student who is unable to start or continue a course of study for which they

Student Information Catalog

- have enrolled, wishes to undertake that course in future, the student will be required to apply for re- enrollment without receiving a credit for previously paid fees unless their reason for cancelling their course is supported by valid documentation and accepted by NPMA.
7. Fees paid may be transferable at the discretion of NPMA Chief of Makeup Services.
 8. NPMA reserves the right to cancel, postpone or reschedule courses at the discretion of the Chief of Makeup Services.
 9. If the total class number is less than a minimum of 8 students, the class may be cancelled, postponed or rescheduled at the discretion of the Chief of Makeup Services.
 10. Course fees are protected in Trust, therefore if in the event a class is cancelled, students would be offered a refund or alternatively a transfer to an alternate workshop.
 11. NPMA reserves the right to change (within the Trade Practices customisation guidelines) course delivery structure.
 12. Upon enrollment students are required to commit to and attend all scheduled hours to qualify for a NPMA certificate.
 13. Napoleon Perdis reserves the right to exclude and/or expel students from the course who fail to meet minimum course requirements, which are further outlined within the Student Information Handbook.
 14. The enrolled student has a duty to disclose in writing to NPMA any illness, disability and/or learning difficulty that may affect their academic performance. We are bound by the Privacy Act and therefore such information will only be disclosed to relevant personnel for purposes of general student administration, planning and communication.
 15. All applications, appeals and complaints must be received and recorded in writing accompanied by sufficient and valid evidence to substantiate the application, complaint or appeal. Any authorized changes to your enrollment following a written appeal will incur a fee, please refer to the Student Information Handbook or contact a NPMA Coordinator at 323-817-3634 for further information.

Napoleon Perdis Makeup Academy Faculty

Rebecca Prior

Chief of Makeup & Creative Services US/International Makeup Artist

SKILLS

Department Head, Key Makeup Artist, International Trainer, Educator, Represents Napoleon Perdis on Film Sets, Photo Shoots, Fashion Parades & at major events.

EDUCATION

Diploma in Entertainment Makeup Visual Arts Degree in Fine Arts

RELEVANT EDUCATION

Makeup Artist for 14 years Makeup Trainer for 10 years Works closely with Napoleon Perdis

WORK HISTORY

Freelance Makeup Artist

MAKEUP INDUSTRY EXPERIENCE

Countless Fashion Shows with Australia's most prominent Designers including Australian Fashion Week & major up & coming US Designers New York Fashion Week - Head Artist below Makeup Director Napoleon Perdis Get Your Face On With Napoleon Perdis TV Show - Head Trainer Makeup Artist The Prime Time Emmy Awards Next Top Model Ad Campaigns Napoleon Perdis, Target Work has appeared in Harper Bazaar Australia, Vogue Australia, Glamour Magazine US Worked on Celebrities Actor/Actresses Tina Fey, Kristen Bell, Josh Duhamel, Jenna Fischer, Ashley Tisdale, Model Miranda Kerr, Comedian Kathy Griffin amongst others

ABOUT REBECCA

As Chief of Makeup Services for Napoleon Perdis the Sydney native is a true multi-tasker: Rebecca helms the NPMA in Los Angeles, represents the company on film sets, beauty shoots and in retail stores, and acts as Napoleon's right hand woman. "I've learned so many different things from Napoleon, and he saw potential in me that I didn't even know existed," says Rebecca, who has worked alongside the makeup maestro for a decade.

Rebecca began her career as a student at the NPMA in Sydney, Australia, in 1999. After graduating, she joined team Napoleon in 2001, first as an Academy trainer in Brisbane, and soon transitioned to the core training staff in Sydney. Nowadays, between offices in Sydney and Los Angeles, Rebecca manages a large team of makeup artists and assistants. She also travels the globe as an international makeup artist and brand ambassador. Her favorite part of the job? "I love helping people interpret their vision—whether it's a makeup novice or a celebrity client," says the affable Rebecca.

Student Information Catalog

Lana Krizki

Academy Trainer/Coordinator

SKILLS

Fluent in English, German and Russian.

EDUCATION

Degree in Education (German, Biology and Art) and Certification in Makeup Artistry.

RELEVANT EDUCATION

Certification received from the NPMA. Taking computer classes.

CERTIFICATIONS AND LICENSES

Certification in Makeup Artistry

WORK HISTORY

Trainer and Sales Representative at the MJ Marketing Group. Freelance Makeup Artist. Galpin Ford for 3+ years as an Event Coordinator

MAKEUP INDUSTRY EXPERIENCE

New York Mercedes Benz Fashion Week

LA Mercedes Benz Fashion Week

Good Day LA

OTIS Fashion Show: Runway show, 8th Annual Anderson Charity Fashion Show

OTIS Scholarship Benefit Show

Reality Show "Basketball Wives LA"

Worked with the celebrity photographer Fernando Escovar

Celebrities I worked on: Denise Richards, Adrienne Lapalucci (Comedian), Josh Holloway from Lost, Jay McCarroll (Winner of Project Runway)

ABOUT LANA

Originally from Kazakhstan Lana & her family moved to Germany when Lana was just 11 years old. Lana was always interested in languages and learned German in just 12 months. She graduated and received a degree in Education in 2005. Shortly after graduation Lana made the decision to move to America to learn a 3rd language and challenge herself of being on her own where she quickly adopted the culture and the language. It wasn't long before Lana realized that makeup artistry was her passion and the path she wanted to pursue. After working numerous freelance jobs she decided to educate herself further & make her skill set official by undergoing the Napoleon Perdis Certificate Course in Fashion, Glamour & Bridal. "Napoleon Perdis has not only given me the opportunity for my dream to come true, but also to pass my knowledge to other people on the same path. I can honestly say that attending the NPMA changed my life." Lana has worked side by side with Napoleon Perdis himself on many photo shoots and industry events.

Student Information Catalog

Lio Ramirez

Academy Trainer & Coordinator

SKILLS

Fluent in English and Spanish

EDUCATION

Degree in Cosmetology, Diploma in Transportation Management

RELEVANT EDUCATION

Certified MAC makeup artist, Certified Vidal Sasson hair dresser in Mayfair London, Steiner Certified Academy of Esthetics in London,

MAKEUP INDUSTRY EXPERIENCE

New York Mercedes Benz Fashion Week

LA Mercedes Benz Fashion Week

LA Instyle Fashion Week

LA Fashion Weekend

Otis Fashion Show

FIDM Fashion Show

Main makeup artist for Mango Seed Productions from 2007-2009

WNNW fashion show lead Makeup Artist

Celebrities I have work on Channel Iman, Leslie Mann, Shauna Lamas, Dakota Lamas, and Madeline Carroll

ABOUT LIO

Following a 10 year career as a flight attendant, Lio sought to pursue a career change & moved into cosmetics. Lio has since been working in the industry for the past 11 years in the field of Hair & Makeup, & also holds a Degree in Cosmetology. Lio has worked on major industry events such as New York Fashion Week & LA Fashion Week, & after having been in the industry for quite some time, teaching & sharing his knowledge was a natural progression. Lio enjoys cooking Mexican food & is fluent in Spanish after having lived in Mexico city as a child. Lio loves his ability to be creative & appreciates the value of being able to tell a complete story with hair & makeup. Lio believes that when you are teaching something you love, there are no words to describe the satisfaction as you watch your students develop & succeed.

Ali Dowis

Academy Course Coordinator

ABOUT ALI

Ali is the Academy Course Coordinator who assists students along every step of their journey in beginning their new, exciting career. From initial contact, to course enrollment & student questions, Ali is here to ensure your course of study goes smoothly.

Declaration & Acknowledgement

I have read and understood the information contained within the Student Information handbook and agree to adhere to the guidelines as set out in the Student Information Handbook.

Student/Guardian Name	Course Name
Address	
Primary Phone	
Email	

Signature	Date
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Trainers Name

Trainers Signature	Date
--------------------	------

Emergency Contact Information

All Students are required to complete this section:

Do you have a medical condition that may affect your studies or the study of others?

Yes

No

If yes provide details; _____

Emergency Contact:	Relationship
Address	
Primary Phone	
Email	

Parent/Legal Guardian	Relationship
Address	
Primary Phone	
Email	

Do you give permission to the Napoleon Perdis Makeup Academy to provide clients with your Name and Contact number for enquiries on Freelance Events? e.g. Weddings, Formals and the like.

Yes No Student Signature: _____ Date: _____

Student Information Catalog

Grade A Student Discount Card Declaration

Name _____

Course _____

Address _____

Napoleon Perdis Grade A Discount Card

This card entitles you to a 30% discount on all your makeup purchases at any Napoleon Perdis Concept Store. The discount card is not transferable to any other person and is valid for 12 months from the date of course commencement. You may be asked to present identification, such as your Drivers License or Proof of Age Card. Any student found to be misusing the card will have it confiscated and discount revoked. You must contact your trainer immediately if the card is lost or stolen.

Terms and Conditions

1. The Napoleon Perdis Grade A Student Discount Card may only be used before the date of the expiry and within Australia at an Official Napoleon Perdis Concept Store. This excludes Department Stores and any other Third Party outlets.
2. The Napoleon Perdis Grade A Student Discount Card will always remain the property of Napoleon Perdis Cosmetics Pty Ltd. The Napoleon Perdis Grade A Student Discount Card is not a credit card and does not confer benefits or entitlements other than those expressly stated within these terms and conditions.
3. The Napoleon Perdis Grade A Student Discount Card cannot be used in conjunction with any other offer. The Cardholder is only entitled to the applicable discount in relation to undiscounted sales of current stock in ordinary course of trade, Napoleon Perdis reserves the right to exclude certain stock from discounts. Such stock includes but is not limited to brushes, industry kits, sale items, brush rolls and make-up cases. The discount applies to the GST- inclusive price of the relevant stock.
4. Privileges are restricted to the person named on the Card. Anyone found misusing the Card will have all benefits revoked at the discretion of Napoleon Perdis. The Napoleon Perdis Grade A Student Discount Card and its benefits are subject to immediate cancellation by Napoleon Perdis at any time.
5. The Napoleon Perdis Grade A Student Discount Card must be surrendered to Napoleon Perdis upon demand.
6. The Napoleon Perdis Grade A Student Discount Card is governed by the conditions of use and is not transferable.
7. A Cardholder will only receive the benefits from the Napoleon Perdis Grade A Student Discount Card if the card is displayed to Napoleon Perdis staff at the point of sale. In the event the card holder does not have the card with them at the time of purchase, the discount will not be granted.
8. A Cardholder may be asked to show photo identification. 9. Replacement of any lost or stolen card will incur a fee of \$10.00. The discount expiry status will not be extended.

I declare that I have read and agree to adhere to the Terms and Conditions outlined herein.

Student Signature: _____

Date: _____

Received by Head Office _____

Authorized Representative Initials _____